

PUBLIC BID PROCEDURE FOR SALE OF LAND/IMPROVEMENTS AND DEMOLITION OF IMPROVEMENTS

1. Set Bid Letting Date

Things to be considered in setting the letting date are:

- a. Bid letting date will be the third (3rd) Thursday of each month, unless special circumstances warrant more immediate letting.
- b. Advertising requirements for the 3 types of bids:
 - i. Sale of building(s) – must be advertised 1 time no later than 15 days before bid letting date
 - ii. Sale of land – must be advertised 2 times – second time advertised must be no later than 15 days before bid letting date
 - iii. Demolition of building(s) – generally not advertised if bids expected to be less than \$50,000.00. If any bids exceed \$50,000.00, all bids are to be rejected, a new bid letting date set, and the letting advertised 1 time 15 days before bid letting date. (Note: Take this into consideration in determining how many items to include in one proposal.)
- c. In unusual circumstances, shortcut procedures can be used for sale or demolition of buildings. (See Section 10 below.)
- d. After setting the bid letting date, proceed to steps 2. and 3. simultaneously.

2. Bid Booklet

- a. Prepare bid booklet (proposal) according to the type of bid, identifying each proposal as follows (See Real Estate Section Public Bid Forms):
 - i. Sale of building(s) – Proposal– identification will be project number, Part No. 2, and date of letting
 - ii. Sale of land – Proposal Form – identification will be project number (if applicable), Part No. 3, and date of letting
 - iii. Demolition of building(s) – Proposal Form – identification will be project number, Part No. 4, and Contract No. (Contract No. will be assigned by Agent handling project. The first Booklet on a project will be Contract No. 1, etc.)
- b. Assemble bid booklet to include the following
 - i. Maps if sale of land
 - ii. Pictures and sample sheets if sale or demolition of buildings
- c. E-mail a copy of the bid booklet to the Real Estate Computer Support Specialist for publication on the Real Estate Website.

- d. If it is a re-advertisement, proposal must say "Re-advertisement".
- e. Distribution of the Bid Booklets will be as follows:
 - i. Make 15 copies of the bid booklet.
 - ii. Send 1 copy to Property Management Officer with Agent's name handwritten on one copy
 - iii. Send 11 copy to Administrative Unit's Secretary with Agents name handwritten on one copy.
 - iv. Keep 1 copy in file
 - v. Send copy of proposal to Real Estate District Manager, requesting that signs be placed on the land/improvement being advertised
 - vi. E-mail a copy of the Bid Booklet to the Real Estate Administrative Manager and to the Acquisition Chief for inclusion on the Real Estate Website

NOTE: Requests for booklets are to be referred to the Administrative Unit's Secretary by e-mail. Bid Booklets can only be sent out by Real Estate Section Headquarters Administrative Unit. **Do not send** any booklets to anyone other than through this method in order to insure that outdated proposals are not distributed.

NOTE: When a person requests to be placed on the statewide mailing list, name and address via e-mail to the Administrative Unit's Secretary, who will add it to the list she maintains.

3. Advertisement

Must be advertised in the official journal for the Parish where the property to be advertised is located. May advertise in more than one publication for greater exposure (such as in large metropolitan areas). Refer to Directory of Louisiana Newspapers located in the Property Management Officer's office to determine the "official journal".

- a. Submit to newspaper using [Form 502](#) and include Notice (2nd page of proposal).
- b. Send to Newspaper 1 ½ weeks before date of advertisement. (NOTE: On daily publications, use Mondays to advertise.)
- c. If it's a readvertisement, advertisement must say "readvertisement".
- d. Process bill for advertising, using voucher system.

4. Withdrawals/Addendums

- a. If it is decided not to take bids after the initial mailing of bid booklets, do a letter, [Form 510](#), then send letter to The Administrative Unit's Secretary, who will be responsible for sending this letter to all persons who received a bid booklet.

- b. If any changes need to be made to a proposal after the initial mailing, prepare the revised pages of the proposal and a [Form 511](#). Send the Addendum (revised pages of the proposal), and the Form 511 to Administrative Unit's Secretary, who will be responsible for sending this Addendum to all persons who received a bid booklet.

5. Pre-Letting Date Activities

- a. Prepare [Bid Tabulation Sheets](#) – Two sets (2 pages each) for each project and send to Property Management.
- b. Administrative Unit's Secretary 2 will prepare the following lists:
 - i. List of all bids to be received (proposals), in project number order
 - ii. List of all withdrawals
 - iii. List of all addendums with any changed pages attached
- c. Collect Bids – all bids received will be held by the Property Management Unit in the locked security case in the Real Estate Office.

6. Letting Day Activities

Bids will be opened and read in the auditorium located at DOTD Headquarters Building by the Property Management Officer or designee and 2 Real Estate Agents. One person will be the announcer and 2 persons will be the recorders.

- a. Check with Appraisal Division Secretary and Central File Room for any bids received prior to going to auditorium.
- b. On day of letting, the Property Management Officer or designee will
 - i. Post the list prepared in [Section 5.b.](#) above outside the auditorium, and
 - ii. Place "Submit Bids Here" sign on front of table 1 hour before letting, and remove at time of letting.
- c. Bids that have been mailed will be removed from their outer envelope and stacked by type of bid in project number order. Bids will be stacked and opened in the following order: Sale of Buildings (Part 2), then Sale of Land (Part 3), then Demolition of Buildings (Part 4), each stack in project number order.
- d. At ten minutes and one minute before the designated letting time the announcer will announce time remaining to receive bids.
- e. At designated time of letting, announcer will announce "No more bids will be received" and before opening bids, announce any withdrawals.

7. Opening Bids

- a. Announcer will be seated in the middle with one recorder on the right and one recorder on the left.
- b. Announcer reads identification for first proposal and announces how many bidders.
- c. Recorder on left opens all bids for first proposal (opener passes empty envelopes to the right to check for loose material prior to discarding)
- d. Announcer reads name of bidder, amount of bid, amount of performance or proposal guarantee (and unofficial total if demolition).
- e. Announcer verifies that performance or proposal guarantee agrees with proposal
 - i. On sale or demolition of buildings, the Performance Guarantee can be in the form of:
 - 1) Money Order
 - 2) Certified Check
 - 3) Cashier's Check
 - 4) Insurance Bond - Announcer must check for:
 - a) Guaranteed by a surety company authorized to do business in Louisiana.
 - b) The Power of Attorney has official seal (raised).
 - c) The Power of Attorney says it can be a facsimile.
 - d) The Attorney-in-Fact (who signed the Performance Bond) is also authorized on Power of Attorney.
 - ii. On sale of land, the proposal guarantee can be in the form of:
 - 1) Money Order
 - 2) Certified Check
 - 3) Cashier's Check
- f. Announcer announces "No Bidders" on projects that didn't receive bids.
- g. Two (2) recorders, seated to the right and left of the announcer, write the applicable information on separate Bid Tabulation Sheets as it is read by announcer.
- h. After all bids are read on a project, recorders number bidder columns in successful bidder sequence. Announcer passes successful bids (highest bid for sale of land and buildings and lowest total bid for demolition of buildings) to recorder on right and unsuccessful bids to recorder on left. Each bid is placed inside the respective folded Bid Tabulation Sheets.
- i. Continue until all bids are read and opened.

NOTE: Checks can be returned to unsuccessful bidders after letting by making a copy of performance or proposal guarantee check and noting

thereon, "Received by (name and date)". The bidder signs the copy and check can be returned. This eliminates the need to notify these unsuccessful bidders in writing as directed in Section 8 below.

8. Award Bids

a. Sale of Buildings

- i. Complete contract for successful bid by having signed by Real Estate Administrator, witnessed and dates filled in
- ii. Call successful bidder (on day of letting) and advise that they can go to work
- iii. Call District Manager and advise of successful bidder
- iv. Prepare [Form 522](#) notifying successful bidder in writing
- v. Prepare [Form 523](#) notifying unsuccessful bidder(s) in writing (if check was returned at letting then letter to unsuccessful bidder is not necessary).
- vi. Transmit consideration and Performance Guarantee (if not in form of Insurance Bond) to Financial Services Section using [Form 597](#). (See R.E. Section Property Management Forms for Form 597 – Transmit Money to Accounting.)

b. Sale of Land

- i. Prepare [Form 545](#) making recommendation to Real Estate Administrator
- ii. After approval is received from Real Estate Administrator, notify successful bidder using [Form 553](#) requesting balance due
- iii. Prepare [Form 523](#) notifying unsuccessful bidder(s) in writing (if check was returned at letting then letter to unsuccessful bidder is not necessary).
- iv. Transmit Proposal Guarantee to Financial Services Section using [Form 597](#).

c. Demolition of buildings,

- i. Complete contract for successful bid by having signed by Real Estate Administrator, witnessed and dates filled in
- ii. Call successful bidder (on day of letting) and advise that they can go to work
- iii. Call District Manager and advise of successful bidder
- iv. Prepare [Form 522](#) notifying successful bidder in writing (Work Order Letter)
- v. Prepare [Form 523](#) notifying unsuccessful bidder(s) in writing (if check was returned at letting then letter to unsuccessful bidder is not necessary).
- vi. Transmit Performance Guarantee to Financial Services Section (if not in form of Insurance Bond) using [Form 597](#).

9. Post Bid Activities

a. Sale of Buildings

- i. The Real Estate District Manager advises when all work is satisfactorily completed.
- ii. If Performance Guaranty was in the form of a check or money order, prepare and process a Form [506A1](#) and a voucher to Financial Services Section to release the guarantee. When check received, note check number, check date and date mailed on the file copy of the voucher, and mail check to purchaser.
- iii. If Performance Guaranty was in the form of an insurance bond, prepare a Form [506A2](#) to the insurance agency to return the bond.

b. Sale of Land

- i. When balance of purchase price is received, prepare Act of Sale – [Form 525](#) and process in accordance with [Section 8.2, Paragraph 3.b.& 3.c.\)](#)
- ii. Transmit money to Financial Services Section using [Form 597](#)

c. Demolition

- i. The Real Estate District Manager advises when all work is satisfactorily completed.
- ii. Order check to pay contractor for the work performed (506). When check is received, send to contractor – [Form 507](#).
- iii. If Performance Guaranty was in the form of a check or money order, prepare and process a Form [506A1](#) and voucher to accounting to release the guarantee. When check received, note check number, check date and date mailed on the file copy of the voucher, and mail check to contractor.
- iv. If Performance Guaranty was in the form of an insurance bond, prepare a Form [506A2](#) to the insurance agency to return the bond.

10. Shortcut Procedures

In unusual circumstances, bids can be received by Real Estate for the sale or demolition of buildings on a project without advertisement and without waiting for the official bid opening on the 3rd Thursday of the month.

- a. Prepare usual bid booklet (see Section 2 above).
- b. Mail copy of booklet to 5 to 10 people, (from the list of usual bidders kept by the Administrative Unit's Secretary) or at the very least 3 people.
- c. Change 2nd (Notice Page) to read "bids received at 8545 United Plaza Boulevard, Suite 379, until 10 AM, on _____" (the day you want to

open bids, which must be a minimum of 10 days after bidders receive booklets).

- d. In body of the bid booklet, give 30 days to remove improvements instead of 90.